

INITIAL REGISTRATION REQUIREMENTS

COUNCIL FOR ALLIED HEALTH PROFESSIONS

This document outlines the criteria for registration as an addictions counsellor with the Council for Allied Health Professions.

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1. Introduction

This document outlines the requirements for initial registration with the Council for Allied Health Professions as an addictions counsellor. While this document provides an overview of the criteria used to review an initial registration, each application will be independently assessed based on its own merits.

2. General Requirements

2.1. Application

All applicants must submit an electronic [Health Professional Initial Registration Application](#). All supplemental documentation should be uploaded and attached to the application, with the exception of the [Certificate of Professional Education Form](#) (COPE) and evidence of professional standing from all jurisdictions of licensure. Please review [Allied Health Initial Registration Checklist](#) for a list of required documentation.

2.2. Fees

The fee for initial registration as an addictions counsellor is \$165. Using the link provided on the application form, payment must be made via credit card after the submission of the electronic application.

2.3. Eligibility to Work

Applicants for initial registration must be eligible to work in Bermuda. Documentation showing eligibility to work must be attached to the application and can include:

- Bermuda or BOTC passport copy with stamp
- Letter of Employment/Job Offer Letter
- Spousal letter
- Valid Work Permit
- Permanent Residency Card

2.4. Proof of Identification

Proof of identification includes a **notarized** copy of a valid passport or birth certificate. If your name has changed and differs from the name on your supporting documentation, notarized name change certification documentation must be provided (i.e. marriage certificate).

2.5. Proof of True Likeness

A digital head shot photo must be attached to your application. You can take the photo yourself if the image of likeness is clear.

2.6. Resume/Curriculum Vitae

A copy of the applicant's resume, or C.V. must be attached to the application and reflect the most up-to-date information.

2.7. References

Two letters of reference are required and must be attached to your application for registration. All references must be current (dated within the last 12 months), on an official letterhead and signed by the referee. References must be from your most recent previous employers/supervisors (most current and discipline specific).

3. Certification Requirements

All applicants must provide evidence of certification through the [Bermuda Addiction Certification Board](#) (BACB) and a letter of good standing with the BACB. BACB is a certification board under the [International Certification and Reciprocity Consortium](#) (IC&RC).